

68-4012/5

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

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MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

It is important that good management practices and efficient program operations be a priority concern of this Administration through its final day. Economy and good government, as well as our responsibility to the next Administration, require that there be no letup in current efforts during the post-election transition period.

I urge each Department and Agency to be considerate of possible needs of the incoming Administration in January, leaving to them decisions on moves, purchases, or other actions that can be delayed, so that such action can be tailored as closely as possible to the new Administration's policies and programs.

Please give your personal attention to assuring that efforts to improve economy and good management in your Department or Agency continue as a matter of top concern. This concern must extend from the conduct of routine business, through the purchase of supplies, equipment, property or services, to unusual one-time actions which are unnecessary, unavoidable or postponable, or which might prejudice the new Administration's plans or actions.

Charles J. Zwick
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Director